

DRAFT

WASHINGTON STATE CONSERVATION COMMISSION

WSCC POLICY No. 05-05 COMM

**COMMISSION MEMBERS,
EXECUTIVE DIRECTOR, and DESIGNEES TRAVEL**

(This policy replaces the prior WSCC Administrative Out-of-State Travel Authorization-July 17, 1997, Interim Approval for Commission Member Travel-May21, 1998)

GENERAL TOPIC: **Approval of Commission Members, Executive Director, and Designees, Travel In and Out of State**

APPROVED: _____ DATE ISSUED: _____

PURPOSE

This policy is to define the approval process of Commission members, the Executive Director and designees providing a service or advice to the Commission. This policy includes travel in and out of state as well as travel between scheduled meetings.

POLICY

There are two approval processes for travel.

- **Preauthorized Travel**
- **Travel not Preauthorized**

Preauthorized Travel

If the Commission member or Executive Director, as a representative of the Washington State Conservation Commission, serves as an officer/member of a regional or national association, committee, or task force, travel is preauthorized as necessary to meet the requirements of that position. *(See Procedures)*

Should the need arise between scheduled meetings, travel for the Commission members, designees and the Executive Director shall be authorized by the Executive Director or the Commission chairperson.

Travel Not Preauthorized

Travel authorization for the members, Executive Director and designees can be an action of the Conservation Commission when meeting in regular session stating travelers, month of travel and purpose.

PROCEDURE

Preauthorized Commission Member and Executive Director Activities

Preauthorized Commission member activities stated in the Commission Member Compensation Policy 05-01:

- Regular and special Commission meetings.
- WACD meetings.
- Attending meetings of conservation districts or meetings with other entities in Washington State for the purpose of furthering the vision, mission and values of the Conservation Commission as specified in the agency strategic plan.
- If the Commission member or Executive Director, as a representative of the Washington State Conservation Commission, serves as an officer/member of a regional or national association, committee, or task force, travel is authorized as necessary to meet the requirements of that position.

Travel Arrangements

Arrangements for lodging, transportation, and registrations can be made through the Executive Assistant to ensure state regulations are followed.

Commission members are authorized to use the agency travel agent to arrange transportation and lodging.

Travel Reimbursement

Travel reimbursement will follow the regulations stated in the Office of Financial Management State Administrative Accounting Manual. (SAAM) Chapter 10.

SAAM Chapter 10.10.50 states that travelers are to receive approval by the agency head or authorizing body before embarking on out-of-state travel.

Definition of Out-of-State Travel: Anywhere outside the boundaries of the state of Washington is to be coded as out-of-state travel. However, with respect to the requirement for prior authorization of out-of-state travel in Subsection 10.10.50, travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state.

Commission Member Travel Request for Payment

The Commission Member Travel Request for Payment Form is required to be completed on a monthly basis when travel has occurred and sent to the Executive Assistant for reimbursement. (*See Example Attachment A*)

Reimbursements cannot be processed without a signature and original receipts. Meal receipts are not necessary.

References:

SAAM Chapter 10 and RCW 89.08.030,



Washington State
Conservation
Commission

**EXAMPLE
ATTACHMENT A**

PO Box 47721 ■ OLYMPIA, WA 98504-7721

COMMISSION MEMBER TRAVEL REQUEST FOR PAYMENT

Name:			
Home Address:			
Location of Meeting/Activity:			
Purpose:			
Departure Date:		Departure Time:	
Return Date:		Return Time:	

MODE OF TRAVEL

Please Attach Original Receipts for Plane, and Rental Car Claimed

☐ Plane ☐ Rental Car ☐ Private Car ☐ Taxi/Shuttle ☐ Other _____

Fare for travel:			Parking Charge:		
From:			To:		
From:			To:		
From:			To:		
Mileage (Roundtrip):					

LODGING EXPENSES

Please Attach Original Lodging Receipt ☐ ***Lodging Receipt***

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

SIGNATURE OF TRAVELER: _____ DATE: _____

APPROVED BY: _____ DATE: _____

**WASHINGTON STATE
CONSERVATION COMMISSION**

ADMINISTRATIVE POLICY

Interim Approval for Commission Member Travel

This policy is to define the process for approval of Commission Member travel and travel for those individuals asked to provide a service or advice to the Commission in the interim between regular Commission meetings.

OFM Subsection 4.2.3.1.2 (2)(a) states “Individuals serving on either a Class Two, Three, or Four board, commission, or committee, as defined by RCW 43.03.230, 43.03.240, or 43.03.250 respectively, are to be reimbursed allowable travel expenses on the same basis and under the same regulations as regular state officials and employees, unless specifically provided otherwise in statute.

As the Commission meets bi-monthly, should the need arise in the interim between regular meetings, travel may be authorized by the Commission’s Chair and Vice Chair. At the next regularly scheduled Commission meeting, the full body shall approve any interim travel for its members and/or non-members as defined above.

Approved:

Steven R. Meyer
Executive Director

May 21, 1998

Date

**WASHINGTON STATE
CONSERVATION COMMISSION**

ADMINISTRATIVE POLICY

Out-of-State Travel Authorization

This policy is to ensure conformance with Office of Financial Management (OFM) regulations.

Travelers are to receive approval by the agency head or authorizing body before embarking on out-of-state travel. For purposes of OFM Subsection 4.2.1.3.1.f., travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state travel.

Out-of-state travel authorization for the Executive Director and Commission members shall be an action of the Conservation Commission when meeting in regular session. Travel authorization shall be in the form of a motion, stating travelers, date(s) of travel, and purpose.

As the Commission meets bi-monthly, should the need arise in the interim between regular meetings, out-of-state travel for the Executive Director and/or Commission members shall be authorized by the Executive Director with the concurrence of the Commission chair.

If the Executive Director or a Commission member, as a representative of the Washington State Conservation Commission, serves as an officer/member of a regional or national association, committee, or task force, out-of-state travel is authorized as necessary to meet the requirements of that position.

Out-of-state travel for Commission staff shall be authorized by the Executive Director.

Approved:

Steven R. Meyer
Executive Director

July 17, 1997
Date